



**STATE OF DELAWARE
DEPARTMENT OF MILITARY AFFAIRS
DELAWARE ARMY NATIONAL GUARD
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502**



NGDE-PER

17 August 2016

MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 250 Airport Road, New Castle, DE 19720-1502

SUBJECT: Fulltime National Guard Duty for Operational Support (FTNGD-OS) request for G1 Master Resiliency/Yellow Ribbon Program Coordinator

1. Reference: AR 135-200, Chapter 6 and DEARNG Policy Memorandum 25
2. Request for Fulltime National Guard Duty for Operational Support (FTNGD-OS) tour for one Soldier pay grade of E-6 to E-7, WO1 to CW2, or O1 to O2.
 - a. Unit: DEARNG ELE JFHQ, G-1
 - b. Duty Location: 250 Airport Road, New Castle, DE 19720-1502
 - c. Immediate Supervisor: MAJ Hyma Leatham
 - d. Tour Dates: 1 October 2016 to 30 September 2017
 - e. Length of Tour: approximately 365 days (**contingent upon funding**)
 - f. Field Conditions: No
 - g. Per Diem: No
 - h. Billeting: No
 - i. BHA: Yes
 - j. Rations: No
 - k. Travel: No
 - l. Dependent Travel Authorization: No
 - m. Rental Car Authorized: No
 - n. COLA: Based on Soldier HOR for duty over 140 days; reference JFTR, Vol1, Chapter 8, paragraph U8038
3. Soldier Qualifications:

NGDE-PER

SUBJECT: Fulltime National Guard Duty for Operational Support (FTNGD-OS) request for G1 Master Resiliency/Yellow Ribbon Program Coordinator

a. Experience Required: Previous training/instructor experience is preferred. Must be proficient with Microsoft Office PowerPoint, Word and Excel programs. Applicant must have completed minimum annual resilience training requirement.

b. Skills/qualifications required: Selectee will be expected to train resilience skills to their Soldiers/students, and serve as unit resilience subject matter expert and advisor to the Adjutant General and DEARNG Commanders. Must have working knowledge of the military contract process. Deployment experience is helpful but not necessary. Applicants should be able to communicate a clear understanding of the MRT and Yellow Ribbon programs.

c. Minimum Military and Civilian Education Required: MOS/Branch immaterial

d. Security Clearance Required: Secret preferred, favorable NACLIC required

e. Passing score required on most recent diagnostic or record APFT, height and weight within standards of AR 600-9

4. Project justification:

a. Ensure every Soldier within the state, regardless of status, receives a minimum of two hours of resilience training per quarter.

b. Facilitate the flow of information on resilience training and doctrine with the state, as well as between the state and ARNG-HRS-R.

c. Serve as the subject matter expert on resilience for the Adjutant General (TAG) and participate in various health promotion task forces and initiatives.

d. Manage and track the training of subordinate unit MRTs/RTAs, both projected and trained.

e. Monitor the MRT and RTA production rates against the annual mission and MRT end-strength requirement.

f. Plan, coordinate and execute all aspects of the Yellow Ribbon Program. Become the subject matter expert regarding ARNG Reunion and Reintegration activities in addition to all well-being programs within their assigned area of responsibility.

g. Provide necessary assistance to units and/or individuals to ensure accomplishment of all Deployment Cycle Support (DCS) tasks during the appropriate phases of the deployment cycle.

NGDE-PER

SUBJECT: Fulltime National Guard Duty for Operational Support (FTNGD-OS) request for G1 Master Resiliency/Yellow Ribbon Program Coordinator

h. Assist the command leadership in providing all required briefings in each phase of the deployment cycle.

5. POC for this memorandum is MAJ Hyma Leatham at (302) 326-7013, DSN: 440-7013, or hyma.f.leatham.mil@mail.mil.

MILLER.VALENTIN

Digitally signed by
MILLER.VALENTINE.MARIA.1031053435
Date: 2016.08.17 11:49:50 -04'00'

VALENTINE M. MILLER
COL, SC
Deputy Chief of Staff, Personnel